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THOMAS R. SUOZZI  
 COUNTY EXECUTIVE



RICHARD A. ROTANZ  
 COMMISSIONER

## MINUTES

### Nassau County Multi-jurisdictional Hazard Mitigation Plan Planning Group Meeting #2 March 09, 2006 10 am to 12 pm

#### Attending:

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Tony Toscano	Depy comm. Inc. Village of Muttontown	1763 Rte 106 Village Hall Drive Muttontown, NY 11791	516-364-3476	516-364-2031	
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The second meeting of the Planning Group for the Nassau County Multi-Jurisdictional Hazard Mitigation Plan was held Thursday, March 9, 2006 at the Nassau County Office of Emergency Management (NCOEM). The purpose of the meeting was to update participants on the status of the plan, the plan schedule, and on what items the participants must still submit. In addition, the participants discussed plan issues and options for future public outreach and plan maintenance.

- I. Mr. Terry Winters of the NCOEM gave a brief introduction explaining why participation is important, first, for having FEMA approve the plan; and second, for enabling participating jurisdictions to be eligible to apply for potential FEMA project funding. He also emphasized that the county needs information from the participants to complete the multi-jurisdictional plan

- II. Ms. Anna Foley, project manager for URS, the consultants working with Nassau County on the plan, gave an update on the plan and on what information is now needed from the participants.

A. Schedule

1. NCOEM received grant extension from FEMA
2. Draft due to FEMA by 6/30/06
3. Final to FEMA by 12/30/06
4. In both cases, plan must go through SEMO first, who in turn will review and submit to FEMA. To allow for sufficient time for SEMO review, documents should be submitted to SEMO 2-3 weeks prior to FEMA deadlines.
5. We have a lot of work to do between now and early June

B. Current status

Step in Process	Current Status
<ul style="list-style-type: none"> <li>Research a full range of natural hazard events</li> <li>Identify subset of significant hazards; these will be focus of Plan</li> </ul>	Completed Fall 2005. Interim Deliverable "Hazard ID Questionnaire" has been distributed to the Planning Group for comment.
<ul style="list-style-type: none"> <li>Identify location and extent of hazard areas</li> <li>Identify assets located within hazard areas</li> </ul>	Completed Spring 2006. Interim Deliverable is being prepared at this time.
<ul style="list-style-type: none"> <li>Evaluate land uses and development trends in hazard areas</li> <li>Characterize existing and potential future assets at risk</li> </ul>	Ongoing. Interim Deliverable to be prepared in Spring 2006.
<ul style="list-style-type: none"> <li>Assess vulnerabilities to the identified hazards</li> </ul>	Ongoing. Interim Deliverable to be prepared in Spring, 2006
<ul style="list-style-type: none"> <li>Each participating jurisdiction must evaluate and prioritize:               <ul style="list-style-type: none"> <li>◆ Goals</li> <li>◆ Objectives</li> <li>◆ Mitigation Actions</li> </ul> </li> </ul>	<p>To be initiated Spring 2006 after vulnerability assessment step is completed</p> <p>Requires significant feedback, April and May 2006</p>
<ul style="list-style-type: none"> <li>Identify plan maintenance procedures</li> </ul>	Ongoing. URS submitted Guidance Memo #3 on January 4, 2006 and is awaiting Group feedback.
<ul style="list-style-type: none"> <li>Identify plan integration procedures</li> </ul>	Ongoing. URS submitted Guidance Memo #4 on January 4, 2006 and is awaiting Group feedback.
<ul style="list-style-type: none"> <li>Identify public and other stakeholder participation and outreach plan</li> </ul>	Ongoing. URS submitted Guidance Memos #1 and #2 on October 29, 2005 and is awaiting Group feedback.

C. NCOEM outreach items

1. Fact sheet
  - a. Distributed at Core Planning Group Meeting #2 on January 12, 2006
  - b. Posted on the NCOEM web site
  - c. Placed in document repositories
  - d. Planning Group members should post them in public places
  - e. Planning Group members should have them for distribution at local meetings
2. Nine document repositories – listed on website
3. Mitigation plan web site
4. Public notice on plan in Newsday February 2, 2006

D. Resolution of outstanding items

1. Hazard ID questionnaire – requested by November 3, 2005
  - a. Issue: Only 11 responses
  - b. Proposed Resolution: No comment as of today indicates concurrence.
  - c. Group voted to accept proposed resolution.
2. Combined Guidance Memos #1 and #2
  - a. First Issue: No public outreach logs received to date – Requested by January 15, 2006.
  - b. Proposed Resolution: 4/28 deadline for getting those in. Outreach logs submitted after 4/28 will not be incorporated into the Plan.
  - c. Group voted to accept proposed resolution.
  - d. Second Issue: no feedback re: public and other stakeholder involvement in Plan Maintenance
  - e. Proposed Resolution: Group member discussion today; URS will then work with NCOEM to develop approach for Draft
  - f. Group voted to accept proposed resolution.
  - g. Group discussion re: public and other stakeholder involvement in plan maintenance: (see below)
    - Continue to maintain website and document repositories. You can add a link from your jurisdiction to the county website.  
**YES**
    - Annual progress reports on status of action items  
**YES. But internal use only; not to be posted on web site.**

- Annual public meetings.  
**NO annual public meetings, but YES, internal Planning Group meetings**
- Prepare annual fact sheet and post on community notice boards  
**YES**
- Survey for public and other stake holders (web/repository)  
**YES. Surveys to go to NCOEM and will be topic of discussion at annual planning group meetings.**
- Annual interviews and/or smaller meetings with civic groups.  
**YES; but not specific to mitigation. Rather, the Group would like to incorporate discussion of the mitigation plan into other regularly attended meetings.**
- Annual flyers/newsletters/newspaper ads/ Radio/TV announcements  
**YES. But not mandatory for each jurisdiction; these will be considered and implemented at the discretion of the participation jurisdictions.**

3. Guidance Memo #3

- a. First Issue: No feedback re: plan monitoring, evaluation, and updates
- b. Proposed Resolution: Group member discussion today; URS will then work with NCOEM to develop approach for draft
- c. Group voted to accept proposed resolution.
- d. Group discussion re: plan monitoring, evaluation, and updates (see below)
  - Annual work progress reports to NCOEM for web posting  
**YES on annual work progress reports but NO on web posting; want to keep internal only**
  - Annual meeting of Planning Group  
**YES (an internal meeting, not a public meeting)**

- Minutes of annual PG meeting posted on web site?  
**YES**
- Updates:
  - ◆ Consideration at 3.5-years from plan approval  
**YES**
  - ◆ If none needed, NCOEM submits to FEMA  
**YES**
  - ◆ NCOEM will take lead on updates with support from Group  
**YES**

4. Guidance Memo #4

- a. Issue: No feedback re: Plan Integration
- b. Proposed Resolution: Group member discussion today; URS will then work with NCOEM to develop approach for draft
- c. Group voted to accept proposed resolution.
- d. Group discussion re: plan integration (see below)
  - Each Planning Group sends letter to local elected officials to solicit support and explore opportunities for integrating hazard mitigation planning objectives into daily activities  
**YES**
  - Where Master Plans or Comprehensive Plans exist, Planning Group member will work to ensure that on next update of Master/Comprehensive plan, it is updated to incorporate hazard mitigation  
**YES**
- e. Second Issue: No Capability Assessments received to date
- f. Proposed Resolution: Capability Assessments received after March 30 will not be incorporated into the Plan.
- g. Group voted to accept proposed resolution.

III. Questions and Answers

**Q1:** How do you know if a jurisdiction is participating?

**A1:** Anna -- By people either expressing an interest to participate to Terry, or coming to the meetings and providing feedback such as turning in questionnaires, we know you are interested and working toward that goal. Participation Criteria have

been distributed in meeting handouts since PGM#1 (October 2005) and are on the website.

Each “participating jurisdiction” in a multi-jurisdictional plan must meet all of the FEMA requirements for plan approval under DMA 2000. If a jurisdiction decides to participate but does not do so fully and does not meet all requirements, the overall plan will not “count” in FEMA’s eyes as that jurisdiction’s plan while other jurisdictions that participated fully in the same plan development process can be approved for having the overall plan “count” as their plan.

What FEMA does not want to see is a plan where participants have not contributed; this is especially true for multi-jurisdictional plans. Reviewers need to see that all criteria were met for EACH jurisdiction, not just the overall document. And reviewers will know if there is a lot of fluff. They will look at who comes to meetings and responds to the questionnaires. Each one of these things is in the guidance memos.

**Q2:** Elevated temperatures should be a hazard because we need cooling centers.

**A2:** Anna – Temperature extremes were evaluated, but were not deemed to be significant hazards to be focused on during the plan development process. The rationale is outlined in the Hazard ID Questionnaire. This was primarily because while there are actions a community can take to improve response to extreme temperature events, there are few true ‘mitigation’ measures that could be undertaken.

Terry – Mitigation funds do not include generators, and air conditioning would fall under the same thing.

**Q3:** Were schools mentioned in Combined Guidance Memos #1 and #2?

**A3:** Anna – Yes, see references to “academic institutions.” Public and private institutions can participate, but private institutions would participate as ‘other stakeholders’. Public institutions are eligible applicants under FEMA grant programs, while private institutions are not.

**Q4:** I have a problem with the public meeting: some of the stuff you are going to ID is not for the public. Certain things should not go out to the public. Adopt a plan you want public to see – if we do not get you cannot address all problems.

**A4:** Anna -- That is a good point and is a big issue for mitigation plans that address ‘human caused’ hazards (i.e. technological hazards and terrorism – homeland security issues) and by their nature contain a significant amount of very sensitive information. For those plans, natural hazards are typically addressed in the overall plan, and human-caused hazards are addressed in a separate plan annex which is not available to the public. In the case of this plan for Nassau County, we are not dealing with human caused hazards, and the natural hazards element does not have the same kind of sensitive information that a human-caused component might.

Terry – If down the road we find that there is any sensitive information in the natural hazards component, we can explore the possibility of creating an annex.



Jon Klein – Suggestion to release the Executive Summary on the web site and via mail to key stakeholders, and have the full draft available in the document repositories.

**Q5:** Following up to the issue of which hazards are addressed in the plan: you cannot do some hazards and not all and still have the plan pass.

**A5:** Anna -- DMA 2000 requires a full range of natural hazards for a plan to pass. It encourages, though does not require, consideration of human caused hazards. So we are okay with focusing solely on natural hazards at this juncture. In future updates of the plan, human caused hazards could be added.

**Q6:** Are yellow (referring to coloring on slide) ones the only ones we should be worried about?

**A6:** Anna – Not selecting a hazard for incorporation into the plan does not mean that hazard cannot occur here. If you look at the hazard ID questionnaire on the website this will explain the rationale behind how the full list of hazards considered was reduced down to the most ‘significant’ ones that will be the focus of the plan.

**Q7:** Jon Klein – FEMA’s minimum requirement for public outreach?

**A7:** Anna – The regulations state that the public and other stakeholders must be given an opportunity to participate throughout the plan development process, prior to the plan’s adoption, and during the plan maintenance phase. But the regulations do not specify any kind of specific actions associated with that. So it gives communities flexibility.

Klein – Could do outreach by letter with an executive summary, something on our website and plan repository at the library. We have our (Oyster Bay) plan in the library and no one had any comment.

Anna – That is a good suggestion. In Atlantic City, something similar happened where the draft was out there for 30 days, but we did not receive a single comment back on the draft outside of a few minor internal comments from the Planning Committee, and FEMA’s comments. (Group Discussion here: positive feedback on distribution of the executive summary, with the full plan available for comment at the document repository)

**Q8:** Jon Klein – Do we have to do an annual review or every five years?

**A8:** Anna – Minimum requirement is, five years from the date that the plan is adopted, FEMA must receive either (a) an updated plan, or (b) correspondence that states that the plan has been reviewed and an update was not deemed necessary. What jurisdictions don not want to do is wait until four years and 11 months to address this. Annual reviews are not required, but they are a good way not to leave everything until the end. Also, let’s say a review indicated that an update was necessary; a community would not want to be realizing this a few months away from the end of the five-year cycle because it would not give enough time to do the update and get the new document to FEMA. Annual reviews are therefore a good approach, though by no means required. It is not up to the Planning Group to quantify how it is going to work within the five-year window. Also, my recommendation would be to determine whether an update would be needed at

3.5-years out from plan adoption. That would give all the participants enough time to get their ducks in a row to update the document and get it to FEMA in time to meet the five-year deadline.

**Q9:** If you do a mitigation project, are not you required to put out a notice? Does this count for public outreach?

**A9:** Anna – Well, if a community is posting a notice about a mitigation project it is undertaking, that in itself would not count as public outreach for the mitigation plan. However, if in that same notice you include even a couple of sentences that the jurisdiction is participating in the planning process and let community members know where they can go to submit comments or obtain additional information, then yes, that would count as a public outreach item on the plan.

**Q10:** If a project is identified in the mitigation strategy, who will do the work? The County? Does the money go to the county?

**A10:** Anna – Participation in this larger plan allows participating jurisdictions to be eligible applicants for federal mitigation project funds. Several jurisdictions are pooling resources to prepare a single plan that will ‘count’ for many participating jurisdictions and, in turn, will make all participating jurisdictions eligible to apply for federal mitigation project funds. Beyond that, the County does not have a role in terms of future mitigation projects.

Every mitigation action will have a local jurisdiction responsible party. The County will be responsible for some of their own projects. But the County has no role in local jurisdiction projects. We’re just all pooling resources to prepare this plan. If a mitigation project is funded through FEMA mitigation program, a local jurisdiction would still be the sub-Applicant, the State would still be the Applicant. Grant funds would stream down from FEMA through the State to the local jurisdiction (without County involvement).

**Q12:** Maybe there is a successful Hazard Mitigation Grant Program (HMGP) application that we can look at??

**A12:** Anna – I will coordinate with NYSEMO and FEMA Region 2 and see if there is anything they may be able to share with us in terms of a prior HMGP application that was later approved for funding. *(UPDATE: Coordination with NYSEMO and FEMA Region 2 was initiated on March 9<sup>th</sup> and we are currently awaiting a response.)*